

Office of External Relations

Functional Leadership Plan

**Approved
May 4, 2000**

Office of External Relations Functional Leadership Plan

The Functional Leadership Plan of the Office of External Relations, National Aeronautics and Space Administration, addresses the agency's international policy and programs, liaison with the Departments of Defense and State and the Intelligence Community, and administration of the Inventions and Contributions Board. The plan is provided pursuant to NASA Strategic Management Handbook requirements and related guidance. The plan includes a brief background section, as well as sections on the Office of External Relations vision, goals, objectives, initiatives, and metrics. While presented as discrete areas, the sections and component goals, objectives, functional initiatives and metrics are highly interrelated and synergistic.

Background

The NASA Strategic Plan notes that interagency and international cooperation will be increasingly important in achieving NASA's missions. These missions are implemented through four Strategic Enterprises: Space Science, Earth Science, Human Exploration and Development of Space, and Aero-Space Technology. Within the NASA strategic management framework, the Office of External Relations is a functional office that is responsible for coordinating major international policies and programs with other Federal Agencies (particularly the Department of State) and foreign entities. It also serves as the principal NASA liaison with the Department of Defense and the Intelligence Community, and administers the Inventions and Contributions Board. The Office of External Relations provides the functional leadership for international and certain interagency relations, including export control and foreign visitor policy, and serves as staff to the Administrator.

Vision

The NASA vision for Agency external relations activities focuses on support of Agency missions. The vision includes a team of international and export control professionals working in partnership with program and administrative officials to provide timely, accurate, and reliable information on policies regarding international cooperative activities. This, in turn, allows the effective planning, guidance, control, management, reporting on, and support of Agency missions. This vision supports the broader Agency vision of NASA as an investment in America's future.

Goals

The NASA Office of External Relations overarching goals are to:

- Provide timely and high-quality policy advice to the Administrator and his staff, specifically the Chief Scientist and the Chief Engineer, on matters within the cognizance of the Office of External Relations.
- Enhance NASA's Enterprises by developing, facilitating and formalizing international activities that support or complement the Enterprises in achieving their goals.
- Support NASA's Enterprises in implementing NASA's international activities as safely as possible and ensuring the safety of NASA personnel posted overseas.
- Provide international policy advice to other functional offices, as appropriate, to facilitate cooperation with other international organizations in activities such as education.
- Monitor, analyze, and provide timely information to NASA management on foreign developments of interest to NASA.
- Establish and coordinate NASA's communications and relationships with the Department of Defense and the Intelligence Community for the purpose of identifying programmatic opportunities, establishing programmatic contacts for cooperative undertakings, and exchanging and disseminating information.
- Manage the NASA Export Control Program ensuring compliance with U.S. law and regulations, providing policy guidance, and representing the Agency on interagency working groups dealing with international technology transfer, non-proliferation, and export control.
- Administer the NASA foreign visits program by promulgating policy, reviewing all requests for visits to NASA Centers (including JPL) of foreign nationals from Designated Areas, and by reviewing all requests for foreign national visits of over five days to JPL, regardless of nationality.
- Ensure proper review and coordination of all requests for temporary duty foreign travel by NASA and JPL personnel.
- Ensure safe, efficient and effective operations of NASA's overseas offices.
- Provide effective services in support of NASA's international activities through management of two agency-wide contracts: Interpretation/Translation, Foreign Currency Conversion, Overseas Logistical Support, Desktop Publishing contract; and Russian Health Insurance contract.
- Administer the NASA Inventions and Contributions Board process, including Space Act Awards, NASA Invention of the Year and NASA Software of the Year awards, and Patent Waivers.

Objectives

This section of the report outlines the activities of the Office of External Relations in support of activities that cut across many areas. These functions include support for: Administrator and his staff, specifically the Chief Scientist and the

Chief Engineer; international activities with potential impact on NASA initiatives, e.g. foreign launch vehicles; the international component of agency initiatives for commercialization, education and safety; and activities related to various international fora. These activities, including specific tasks and milestones, are presented in detail in the annual Office of External Relations Implementation Plan.

I. Office of the Administrator

Objective: Provide policy advice and briefing materials to the Administrator for interagency and international meetings concerning NASA's international activities, NASA relations with the Department of Defense and the Intelligence Community, NASA's Export Control Program, NASA's Inventions and Contributions Board, and NASA policies with regard to foreign visitors and foreign travel.

Objective: Provide policy advice to the Administrator's senior staff, e.g., the NASA Chief Scientist, Chief Engineer and Chief Information Officer, and participate as a member of appropriate NASA Councils, e.g., the Science Council and the Program Management Council.

Objective: Provide international policy advice to the Assistant to the Administrator for Commercialization.

II. NASA's International Activities, including Relations with International Organizations

Objective: To enhance NASA's Human Exploration and Development of Space Enterprise by developing, facilitating and formalizing international activities which support or complement this Enterprise. The Human Space Flight and Research Division (Code IH) of the Office of External Relations plays a key role in supporting both the space flight and space research international activities of this Enterprise. Specifically:

in support of the Office of Space Flight, develop and implement extensive international cooperation in all areas, including Space Development (International Space Station (ISS)), Space Operations (Space Shuttle, Expendable Launch Vehicles (ELV)), Enterprise Development (Advanced Projects), and Space Communications.

in support of the Office of Life and Microgravity Sciences and Applications, develop and maintain international cooperation in the nation's efforts in related technology development and applications using the attributes of the space environment to advance knowledge, to improve

the quality of life on Earth, and to strengthen the foundations for continuing the exploration and utilization of space.

Objective: To enhance NASA's Space Science and Aero-Space Technology Enterprises by developing, facilitating and formalizing international activities which support or complement this Enterprise. The Space Science and Aeronautics Division (Code IS) of the Office of External Relations plays a key role in supporting both the space flight and space research international activities of this Enterprise. Specifically:

in support of Space Science, Code IS will help develop and implement extensive international cooperation in all discipline areas, including Astronomical Search for Origins and Planetary Systems, Structure and Evolution of the Universe, Exploration of the Solar System, and the Sun-Earth Connection (SEC); and

in support of Aero-Space Technology, Code IS will pursue international cooperation, where appropriate, on fundamental technology development whether aeronautical or space based. These technologies may include, but are not limited to, aviation safety, capacity and environmental research, as well as space transportation and/or more long-term space based research.

Objective: To enhance NASA's Earth Science Enterprise by developing, facilitating and formalizing international activities which support or complement this Enterprise. The Earth Science Division (Code IY) of the Office of External Relations plays a key role in supporting both the space flight and space research international activities of this Enterprise. Specifically:

in support of the Office of Earth Science, develop and implement extensive international cooperation in all program areas, including NASA's Earth Observing System and selected Earth Probe missions, overseas aircraft and field campaigns, and post-2002 missions for systematic measurements and exploratory Earth science missions, as well as new initiatives in applications, outreach and technology, as appropriate.

in support of the Office of Earth Science, develop and sustain productive commitments to the Federal interagency and international relationships necessary for the success of the Earth Science Enterprise, including NASA's contribution to the U.S. Global Change Research Program, the Committee on Earth Observation Satellites, and implementation of an Integrated Global Observing Strategy (IGOS) through the IGOS Partners forum.

Objective: Support the Enterprises, the Office of Safety and Mission Assurance, and NASA's Occupational Health program to implement NASA's international

activities as safely as possible and to ensure the safety of NASA personnel posted overseas.

Objective: Support the Education Division and the Minority University Research Education Division in identifying opportunities for international activities to be undertaken in conjunction with or to enhance NASA's domestic education programs.

Objective: To establish and maintain positive relations with NASA's international partners in ways that benefit NASA programs and are consistent with foreign policy guidance.

Objective: Coordinate NASA's activities in international multilateral fora, such as the United Nations and international professional societies, that cut across NASA Enterprises, to develop and implement Agency policy, and to ensure a consistent NASA presence.

Objective: Provide timely information and high-quality policy analysis to the Administrator and his staff on foreign space and aeronautics developments, science and technology policy and other matters or initiatives that could impact NASA activities.

III. The NASA Export Control Program.

Objective: Manage NASA's Export Control program, with the support and participation of the Office of General Counsel. Specifically, to carry out the following functions:

- Disseminate export control policy and guidance to Center Export Administrators, Program Managers and NASA Headquarters program and project offices using INFOCOM, the NASA ECP web page, e-mail, memoranda and on-site briefings.
- Review, approve and apply for all Agency requests for export licenses. Provide implementing direction for approved licenses to appropriate Center(s). Perform Export Administration functions for the NASA Management Office (NMO) at JPL as necessary and/or requested.
- Plan and conduct an Annual NASA Export Control Training Conference. Increase and enhance Export Control Program training opportunities.
- Establish a system and procedures for cataloging export-controlled technology and commodities to be available NASA-wide.
- Review the annual internal audits of NASA Center Export Control Programs.

- Draft, coordinate, and publish NASA Procedures and Guidance governing the NASA Export Control Program.
- Oversee the administration of the International Space Station License issued by the Department of Commerce. Ensure Center and support contractor cognizance and compliance.
- Participate in and provide support for external export control-related activities:
 - Provide NASA review and comments/approval to Department of State's Office of Defense Trade Controls on U.S. Munitions List cases referred to NASA.
 - Participate in interagency activities related to technology transfer including the Inter-agency Missile Technology Export Control Group (MTEC), the Missile Technology Advisory Group (MTAG), the Remote Sensing Interagency Working Group (RSIWG), and others as required.

IV. NASA Liaison with the Department of Defense and the Intelligence Community

Objective: Serve as the principal liaison and facilitate cooperation with the Department of Defense and the Intelligence Community to:

- identify opportunities for cooperative technology development
- infuse externally-developed technologies into NASA programs
- facilitate sharing of common hardware components and related space flight operational experience
- establish requirements and coordinate operations support for space flight programs.

Objective: Manage agency military detailee program (recruitment, reimbursement verification, and award recommendations).

Objective: As NASA Executive Secretary, manage NASA participation in the Aeronautics and Astronautics Coordinating Board (AACB) and the NASA/National Reconnaissance Office/Air Force Space Command Partnership Council.

Objective: Coordinate NASA participation in the NATO Research and Technology Organization (RTO) to process RTO requests for NASA panel members and consultants and to support the NASA Delegate (Associate Deputy Administrator) at RTO National Delegates Board meetings.

V. Foreign Travel of NASA Personnel

Objective: Review and approve requests for all temporary duty foreign travel by NASA and JPL personnel pursuant to NPD 9710.10 and NAS7-1407, respectively, and clear foreign travel with the Department of State as required.

VI. Foreign Visitor Control Policy

Objective: Manage program for reviewing and approving requests for visits of Foreign nationals from designated areas to NASA Centers and facilities, and to JPL.

Objective: Manage the NASA J-1 Exchange Visitor program ensuring compliance with NASA authority and State Department regulations (22 CFR 514) and represent NASA on the Interagency Working Group on U.S. Government-Sponsored International Exchanges & Training.

VII. Inventions and Contributions Board

Objective: Support the activities of the NASA Inventions and Contributions Board (ICB), manage the NASA Space Act Awards Program which honors scientific and technical accomplishments of any persons that have contributed to NASA's mission, and prepare recommendations to the Administrator for execution of waivers to NASA's rights to contractor inventions, based upon the decisions of the ICB.

Functional Initiatives

Raise agency-wide the awareness, understanding and commitment to, the NASA Export Control Program.

Develop and implement an Agency-wide database to assist in tracking foreign visitors and managing the review and approval process.

Metrics and Indicators of Success

Briefing materials for the Office of the Administrator, particularly for visits by foreign officials and in support of Administrator travel, are high quality and timely.

International agreements are completed in time to meet Enterprise requirements.

Export licenses are obtained in time to meet Enterprise requirements.

Administer the Agency-wide Export Control Program such that NASA has no export violation.

Once established, Headquarters and all Centers routinely use the Agency-wide foreign visitor management system.

Evaluate and present at a minimum 90% of completed Inventions and Contribution Board (ICB) action "Space Act Award Applications" received during each fiscal year, with a maximum process time for each ICB action not to exceed four months from the time the application is received until presented.

Requests for Patent Waivers are processed and presented to the ICB within four months of receipt of a completed request.

Periodically review the tasks identified in the Office of External Relations' annual implementation plan outlining specific tasks to be completed during that fiscal year, to assess our success in accomplishing the identified tasks, or to revise them as required to meet new Enterprise needs.

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